

CHAPTER II

RESPONSIBILITIES AND PROCEDURES

A. AUTHORITIES AND RESPONSIBILITIES

1. **The Chief of Naval Personnel (NAVPERSCOM)** is responsible for the formulation and implementation of the NEC coding system and for maintaining technical control over the entire NEC system per MILPERSMAN. Authorities and responsibilities delegated by CHNAVPERS, as per MILPERSMAN 1221-010, are outlined below.

2. **The NEC Management Section (Pers-4013)** is responsible for administering the NEC coding system for enlisted personnel not on active duty. In this regard, the Commander, Navy Reserve Forces Command and the Navy Reserve Readiness Commanders will continue to monitor NEC coding efforts by inspections and through the Reserve Pay and Personnel Services. This includes Conversion NEC assignments and cancellations.

3. **The NEC Management Section (Pers-4013)**, in coordination with the Chief of Naval Personnel (CHNAVPERS), is responsible for effective use of NEC information in the distribution, placement, and detailing of enlisted personnel.

4. **Commands conducting courses of instruction** that award NECs are responsible for reporting on students per NETCINST 1510.1 series.

5. **Enlisted Classification Units**, under the technical direction of the NAVPERS, are responsible for reviewing NECs, correcting Defense Grouping (DG) NECs where necessary, and recommending coding assignments or cancellations directly to Pers-4013D2.

6. **All commands** are responsible to ensure that only personnel in proper source ratings are afforded training in NEC specialties, for making recommendations for NEC identification of billets in their manpower authorizations, assigning or changing DG NECs per this manual, and recommending assignment or cancellation of all other NECs per this manual.

B. INSTRUCTIONS FOR ASSIGNING AND CANCELING NECs

1. **NECs (except DG NECs)**, may be assigned or canceled as follows:

- a. By commands conducting formal courses of instruction submitting reports per NETCINST 1510.1 series.
- b. By Enlisted Classification Units submitting recommendations to Pers-4013D2 for accessions to active duty.
- c. By the NEC Management Section (Pers-4013) for active duty personnel.

(1) Assigning NECs to personnel through on-the-job training or where not otherwise reported via the Corporate enterprise Training Activity Resource System (CeTARS).

(2) Coordinating requests to waiver NEC award requirements with OPNAV (N132) cognizant Enlisted Community Manager, as appropriate.

d. By the NEC Management Section (Pers-4013) for inactive duty personnel based on recommendations received from Navy Reserve Commands and Units via their echelon IV.

e. An individual's NEC assignments, as authorized above, are those recorded in MAPTIS. When notified of changes by receipt of completed NAVPERS 1221/6, commands will record these changes on page 4 NAVPERS 1070/604 service record entry using award date indicated on NAVPERS 1221/6. Do not report NEC assignments to Pers-4013D2 by personnel diary.

2. **DG NECs.** Individual commands and drilling units are directly responsible for assigning and changing DG NEC codes as follows:

a. For personnel in paygrades E-1, E-2, and E-3 who are not identified strikers or are not in the HM apprenticeship rates:

(1) Assignment may be changed to another DG NEC but may never be replaced with "0000".

(2) Personnel in Class A level training who were assigned DG NECs as recruit graduates do not have to be recoded while undergoing courses of instruction, unless disenrolled.

b. In the above cases, record the DG NEC code assignment or change by a page 4 service record entry and report this assignment or change by a personnel diary or RESFIRST NEC entry. All eight digits must be reported.

c. If an individual with an Entry Series code holds a Rating Series code, the NEC code may be changed only by submitting an NAVPERS 1221/6 to the NEC Management Section (Pers-4013). This exception does not apply to an individual holding a Special Series code.

d. For personnel holding DG NECs who become identified strikers or petty officers:

(1) Cancel DG NEC by page 4 service record entry.

(2) Do not report cancellation of DG NEC by personnel diary or NSIPS entry. These NEC codes will be automatically canceled in the Manpower, Personnel and Management Information System (MAPMIS) when the correct rate change or advancement is reported and accepted by CHNAVPERS or NEC Management Section (Pers-4013) as appropriate. Canceled codes will continue to appear on at least one EDVR or in NSIPS pending adjustment of NECs.

3. **NECs for Personnel.** Individual commands and drilling units are responsible for recommending assignment or cancellation of all NECs other than Entry Series NECs as follows:

a. Active Duty

(1) USN and USNR, including TAR: to Commanding Officer, Enlisted Personnel Management Center (Code 49).

(2) Exceptions to the normal award criteria, including waivers, are to be requested from PERS-4013D2 via endorsing commands per current OPNAV and NAVPERS instructions or as noted in Chapter IV of this manual as a specific note to that NEC. Chief of Naval Operations, Head Enlisted

Community Management BUPERS-32 will provide policy guidance to Pers-4013D2 concerning NEC removals and award criteria. Exceptions include:

(a) Nuclear Propulsion Plant Operator (33XX): OPNAVINST 1220.1 (series) (NOTAL) contains amplifying instructions and additional criteria for removing or changing NECs used to designate personnel trained as Nuclear Propulsion Plant Operators (Surface and Submarine). Submit NAVPERS 1221/6 for these personnel directly to OPNAV (N132).

(b) Remove submarine related NECs via Head, Nuclear Power/Submarine Assignment Branch (Pers-403). Of special note, submarine disqualifications and reinstatements will be per the MILPERSMAN 1306-418 and 1220-040, with Pers-403 as the final adjudicator.

(c) HM NEC removals and waivers of mandatory courses of instruction will in all cases be forwarded by Pers-4013D2 to OPNAV (N13) for adjudication.

(1) HM personnel holding an NEC beyond the prescribed paygrade cap will not have their NEC removed without OPNAV (N132) approval. This is to facilitate the management of critical specialties as the inventory paygrade ceilings transition to match billet paygrade ceilings while ensuring the strength of each community adequately sustains mission requirements.

(2) HM personnel who lose their NEC for misperformance or disciplinary reasons will have the NEC removed from the Enlisted Master Record. Commands are required to provide appropriate supporting documentation, (i.e., special evaluation). NEC removals should not be used in place of administrative separation proceedings or forced conversions.

(3) Certification/recertification of clinical proficiency is the responsibility of the member. Failure to attain and maintain clinical proficiency is ground for NEC removal, loss of remaining SRB entitlement, and reassignment as an HM "0000."

NOTE: With current policies and instructions in place to establish the validity of an individual's NEC qualifications, the via endorsement will be the determining factor in the award or removal of the NEC from the individual's Enlisted Master Record.

b. Inactive Duty

(1) All Rating Conversion codes: to the Commanding Officer, Enlisted Placement Management Center via cognizant Naval Reserve Readiness Commander or Chief, Naval Reserve as appropriate.

(2) Intelligence Specialist personnel in paygrades E-7 and below: to Naval Intelligence Command (NIC-13), 4600 Silver Hill Road, Washington, D.C. 20389-5000 via Commanding Officer with the following documentation:

(a) Inactive Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/6).

(b) Certified copies of last three enlisted evaluations.

(c) All Navy Occupational, Training and Awards History (NAVPERS 1070/604 Rev 11-81).

(3) Restricted NECs (Non-traditional training or experience): to the Commanding Officer, Enlisted Placement Management Center via cognizant Naval Reserve Readiness Commander/ISIC and Chief of Naval Reserve with the following documentation:

(a) Inactive Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/6) including justification for assignment of requested NEC.

(b) Certified copies of substantiating documentation (degree, vocational certificates, professional licenses, etc.).

(c) Current job description if NEC requested is based on civilian work experience.

(4) NPC (PERS-4013) will take appropriate action upon receipt and if applicable forward the package, including coordination of request to waiver NEC requirements with OPNAV (N13) cognizant Enlisted Community Managers, to the program Technical Advisor for final determination or certification.

C. GENERAL ASSIGNMENT AND CANCELLATION INFORMATION

1. Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate enterprise Training Activity Resource System (CeTARS) as outlined in NETCINST 1510.10 (series). This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through OJT and factory training is not automatically assigned, therefore, increased command attention is required to recommend fully qualified personnel for these NECs. In those cases where NEC assignments are not restricted to mandatory completion of applicable courses or factory training, recommendations can and should be forwarded for assignment of NECs based on OJT. The length of OJT is normally at the discretion of individual commanding officers, however, six to twelve months, depending on the complexity of the NEC, should be considered minimum. Specific requirements for NECs are listed in Chapter IV as "NOTES" under an NEC or NEC group heading. Commanding Officers must ensure that these specific requirements, including any component NECs, are successfully completed.

2. Individuals must either hold or be qualified to hold the component NECs. To recommend personnel for an NEC use the Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/6) for active and inactive duty personnel. See Appendix A for additional information and instructions for NEC recommendations.

3. When recommending new NEC assignments, review qualifications for NECs presently held and provide comment, particularly in those instances where a positive requirement exists for maintaining NEC qualifications in accordance with established criteria, (e.g., Aircrewman qualifications).

4. Close command attention is required for recommending cancellation of NECs. This requires command recommendations to cancel NEC assignments in cases where enlisted personnel do not perform their NEC duties satisfactorily, normally within six months after reporting aboard. Failure to recommend NEC cancellation may result in these unqualified or unsatisfactory performers being reassigned under the NEC, possibly resulting in manning or readiness problems for a new command or in the failure to assign sufficient qualified personnel to current command.

Note: Appendix A provides instructions on how to prepare and submit recommendations for establishing, deleting, or revising NEC codes.

D. COMMAND REQUESTED BILLET NEC CHANGES

1. Procedures are specifically noted in the Manual of Navy Total Forces Manpower Policies and Procedures (OPNAVINST 1000.16 series). The specific information required and format to be followed for each situation is provided in detail.

2. Of special interest, the Activity Manpower Document Short-format Change Request applies to NEC changes being requested for authorized billets. The request format is found in OPNAVINST 1000.16 and applies to military ships and squadrons only. It is provided for requesting minor changes to reduce the response time. The changes that may be requested by use of the short-format change request are restricted to:

a. NEC changes for billets incident to authorized equipment changes. Not authorized using short-form change requests are changes for aircrew, instructor or counselor NECs.

b. Correction of typographical errors noted in Manpower Authorizations, (i.e., billet titles).

3. Submit Activity Manpower Document (AMD) change requests to Navy Manpower Analysis Center (Code 20) via chain of command, (i.e., type commander/manpower claimant. Clearly substantiate the request and attach required supporting documentation.